



## Re-Roof Covering

Los Alamos County Community Development Department  
1000 Central Avenue, Suite 150, Los Alamos, NM 87544

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### Application Checklist

*\*If not applying electronically 2 Copies of all documentation is required*

Code Cycle: 2021 International Building Code / 2021 International Residential Code / 2018 International Conservation code	Provided	Required	Not Applicable
Permit Application completed and signed			
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor (If Assessor’s database does not match owner name on form further proof of ownership may be required. Must be owner’s primary residence)			
Must meet Los Alamos Design Criteria (wind 90 mph and seismic category C)			
Commercial Projects require			
* Notarized Owner’s Affidavit from the property owner			
* Design professional seal on scope of work			
Information from manufacturer on fire classification of roof assembly including			
* Class of Roof (Class A for Los Alamos, Class B for White Rock)			
* Underlayment specs			
* Ice and Water Barrier Specs- Required for shingle roofs			
* Type of Skylight - U-factor cannot exceed .55 (Tempered Glass required)			
Note- New skylight installations require a frame detail			
Information below is required on the description line of the permit application:			
* Complete tear off to deck or overlay			
* If an overlay, indicate existing layers (overlay only permitted if there is only one existing layer, if there is more than one existing layer, you must tear off roof to decking). More information will be required regarding existing fire assembly.			
* Type of roof system being installed- TPO, shingles, metal, Etc....			
* Pitch/slope of roof			
* If framing of a slope is occurring, frame details are required			
* Low slope projects require diagram indicating direction of drainage, in no change is occurring state "no change" on the diagram.			
* Partial reroof will require a diagram indicating the location and square footage of the project.			
* Canales being removed, replaced, or added.			
* Reglet manufactured specs required If using a termination bar			
Planning Case- Certificate of Approval			

**\*\* This list is not all inclusive, additional information may be required depending on scope of project\*\***

Reviewed by Permit Tech: \_\_\_\_\_

Revised 1/19/24